

City of Miami Gardens  
Department of Community Development

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Consolidated Annual Performance and  
Evaluation Report (CAPER)  
Second Program Year  
2007-2008

Submitted December 29, 2008



## Second Program Year CAPER

Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

### GENERAL

#### **Executive Summary**

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 2 CAPER Executive Summary response:

The City of Miami Gardens completed a successful second program year overall. Programs were developed during based upon needs and concerns voiced by community members and the funding availability. Generally, the majority of the residents demands centered on services for youth and the elderly in the community. The quality of the aging housing was also of great concern to residents that endured the vicious hurricane seasons during the past few years. Fortunately, the 2008 hurricane season did not produce any serious storms to the area to cause any further damage to these homes.

Below is a summary of activities and initiatives undertaken during Program Year 2 along with applicable accomplishments.

#### **Earned Income Tax Credit-**

Extensive outreach effort was undertaken that involved the direct mail distribution of over 20,000 letters to income eligible households. The letters explained the EITC and provided instructions to residents about free tax preparation (VITA) sites in the City of Miami Gardens. St. Thomas University provided a report on the total number of free tax preparations that were done in 2007. The increase can be attributed (in part) to this outreach effort given the fact that the university did not undertake any marketing effort.

#### **Foreclosure Prevention**

In an effort to address the high rate of foreclosures, the City formalized a partnership on November 14, 2008 with Neighborhood Housing Services (NHS) to serve as the City's not-for-profit partner in this endeavor. NHS' role would be to work with City residents facing foreclosure to help them craft a workout plan that would be sent to the mortgage holder. The City held a foreclosure prevention workshop on April 26, 2008. Attendance was dismal-only 3 families attended. The City's strategy going forward would be to work with families individually. NHS provided the City with the initial package of forms that would be required to initiate a proposed workout. To date, nearly 100 packages have been distributed and the City

will consider expanding the role of NHS by having a more visible presence in the City.

### **Health Assessment for Senior**

18% of the City's population is elderly (over 55 years of age). During the City's incorporation and even now that it has reached its 5 year mark, there has been much dialogue about the *needs* of the elderly in our community. However, it was unclear what exactly those needs were (homebound meals, transportation, health assistance, etc.). In fact, during the public comment periods in the development of the City's Consolidated Plan, programs for elderly residents were listed as a priority activity. Clearly public service to the elderly resonates with the mission of the Department of Community Development as well as that of the U.S. Housing and Urban Development Department. To that end, the Department identified a not-for-profit entity that developed a program model that would provide "in-home" health assessments for the City's elderly population. It was our objective that through the provision of these assessments, that we would get a better idea of what the specific needs were so that appropriate programs could be funded to meet those needs.

The City funded Independent Living Community Services, Inc., who would provide the in-home health assessments. ILCS is also a third party Medicare/Medicaid provider. Therefore, those seniors eligible under either of those programs could be signed up and receive services. The Department was of the opinion that this program was extremely beneficial in not only identifying specific needs, but also in leveraging our funding.

The actual outcome of the program was somewhat disappointing. ILCS projected an ambitious goal of 500 in-home assessments to the elderly during the program year. Unfortunately, the agency was unable to reach its anticipated goal. A number of factors contributed to unexpected outcome of the program including marketing and outreach issues, resistance by some of the elderly citizens to participate in the program and reporting of accomplishments. As a result, ILCS only completed 107 in-home health assessments of senior citizens in Miami Gardens during the program year. Funds in the amount of \$58,800.20 was de-obligated from this agency and re-programmed to other projects in development in the Neighborhood Revitalization Strategy Area.

### **Summer Youth Programs**

During the Second Program year the City of Miami Gardens funded two (2) summer youth program. Both of these programs were successful overall. One program was administered by Concerned African Women, Inc. The other was administered by City of Miami Gardens Department of Parks and Recreation. These two programs provided over 40 youths of low -income families free registration in the summer program. During this program youth received tutoring to improve their academic scores and as well as being exposed to career choice information. The youth also enjoyed field trips to various parks and attractions throughout the City and the County.

### **Outreach effort to churches-**

In the City's Consolidated and Action Plans, it was our objective to engage the faith-based community so as to work in partnership with the City on community development efforts. The City has well over 100 churches, many of which have very large congregations. During this second program year, the Department made a concerted effort to reach out to churches to provide a basic understanding of the

HUD-funded programs administered by the City and to seek to collaborate with them on mutually agreed upon activities. Letters were sent to approximately 20 of the City's largest churches. The letters expressed an interest in the Department Director meeting with the pastor or appropriate church leader to establish a rapport and to answer any questions the church might have concerning the City's programs. This mailer was also an effort to identify churches that might be administering programs that would be eligible for Public Service funding.

3 churches responded to the letters and meetings were held with each of the church leaders. As a result, 2 of these churches participated in the technical assistance workshops conducted by the Department and 1 of the churches was funded in the City's 2008-09 funding cycle.

An additional correspondence was sent to local churches with respect to collaborating on efforts during Hurricane season. An appeal was made for churches to marshal their resources along with the City's to assist the neediest residents with things like temporary shelter, congregate meals, or emergency transportation. Unfortunately no response was received from any of the City's churches.

#### **Technical Assistance to local non-profit organizations**

The City became an entitlement community in October 2006. Since that time, the demand for funding of non-profit agencies in the Public Services category has been small. This limited demand has been despite the City's effort in sending out electronic alerts and notices of funding availability. Moreover, a significant percentage of those agencies that were funded often encountered difficulties adhering to HUD regulations while administering the program or simply failed to demonstrate the needed capacity to carry out the programs they intended.

The City's response to this deficiency was to provide technical assistance (TA) training to non-profit agencies serving city residents. The Department contacted all of the agencies that had, at some point, inquired about doing work with the City as well as solicited names from City Councilmember's about non-profit agencies with which they were familiar. The City conducted a 2-part TA workshop where approximately 20 agencies participated. The TA provided an overview of HUD program requirements and code of federal regulations that govern the use of federal funds. It also provided an overview of the City's request for proposal process.

#### **Homeownership Program Lender Workshop**

The City identified homeownership assistance as one of the activities to be carried out for its 2<sup>nd</sup> program year as an entitlement. Although many requests for assistance were received, these either did not meet the income eligibility criteria or did not provide the required documentation and verifications. Staff determined that this was due to the lack of knowledge on behalf of the lenders submitting the packages, only creating setbacks and delays. These issues affected the program success but most importantly the potential buyers seeking assistance.

To address these issues, the City conducted a Lender Workshop to provide a thorough review of the City's Homeownership Program, mainly the eligibility criteria and program guidelines and processes. The Department contacted local lenders and those participating in neighboring entitlement programs. By way of the workshop, we intended to create awareness of the available funding, the possibility of leveraging with other subsidy funding and of our underwriting process.

During our first workshop, a total of 18 lenders attended. From these 18 lenders, a total of 5 Homeownership Assistance applications were received, of which 3 were approved for assistance. Due to the large amount of interest program being received by staff and the current real estate market which has demonstrated lower sales prices than in recent years, the City has determined that another workshop is considered necessary. Therefore, our second Lender Workshop will be held in January 2009.

#### **Leveraging of Funds and additional Grant opportunities**

The Department leveraged CDBG funds with other City funds by waiving permitting fees in an amount of over \$4,000. We also coordinated with other City departments to streamline the permitting process to facilitate a more timely completion of rehab projects.

#### **Neighborhood Revitalization Strategy Area**

The area of Bunche Park was identified in the 5-Year Consolidated Plan (2006-2011) as an area with the highest concentration of low and moderate income residents in the City. Over 70 percent of the residents in this area have an income of less than 80 percent of the area median income (\$43,450 for a three-person household) according to the US Census. The City has designated this area as a Neighborhood Revitalization Strategy Areas (NRSA).

To engage citizen participation in the development of the NRSA two community meetings were held during 2008. During these meetings residents were informed about the HUD CDBG program requirements and the benefits of an NRSA designation. A PowerPoint presentation was offered to introduce several programs to the community members, including a "Model Improvement Block." This program would provide façade and landscape improvements to homes in a designated area. Residents also had an opportunity to voice their opinions and suggestion in general, about the neighborhood and potential programs for the City to consider.

#### **Economic Development (Retail Void Analysis)**

A continued priority activity for the City has been economic development. The focus of this has been on assisting existing local businesses by creating a façade improvement program as well as seeking to attract new businesses to the City that would bring the opportunity for job creation. The discussion of the types of businesses to attract was begun by the Department of Community Development and it was determined that the best course of action would be to engage a professional firm to analyze the City's demographics and identify the appropriate retail matches.

Utilizing the administrative portion of an EDI grant, the City engaged Buxton Company to conduct a retail void analysis. This process provided very detailed demographic and psychographic data utilized by retailers to make site selection decisions. The process identified several retailers that would be good matches for the City. The contract with Buxton included their preparing marketing packages for ten

Ten (10) retailers were selected by the City. The City will be responsible for following up with each of those retailers in hopes that a decision will be made to bring their businesses to Miami Gardens.

#### **Homeownership Effort for City Employees**

As a result of being a new city (a little over 5 years old), it was recognized that many of the new employees were not yet homeowners. The Department of Community

Development sought to provide assistance to employees by bringing information and resources to them that would aid them in this process. An employee "lunch and learn" event was held at City Hall in September of this program year where approximately 30 employees received a PowerPoint presentation on the basics of homeownership. The presentation covered things like credit repair to selecting the right property location. The event was sponsored by Wells Fargo Bank and many employees provided great feedback as to the information they received.

### **Analysis of Impediments to Fair Housing**

The Analysis Impediments of Fair Housing Choice was completed during this program year. The City contracted with a local not-for-profit agency that specializes in fair housing policies. The report was prepared according to the HUD Fair Housing Planning Guide.

### **General Questions**

1. Assessment of the one-year goals and objectives:
  - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
  - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
  - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
  - a. Provide a summary of impediments to fair housing choice.
  - b. Identify actions taken to overcome effects of impediments identified.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
  - a. Identify progress in obtaining "other" public and private resources to address needs.
  - b. How Federal resources from HUD leveraged other public and private resources.
  - c. How matching requirements were satisfied.

Program Year 2 CAPER General Questions response:

At this juncture, we would not consider making significant changes in our program. Because we are still a fairly new entitlement, we must ensure an adequate amount of time for program information to disseminate into the community and for us to experience greater efficiency in program administration.

The City completed its analysis of Impediments to Fair Housing choice during this program year. The report indicates that the primary impediment to fair housing choice centers on fair housing education, the racial disparities in fair and equal lending, and the violation of fair housing laws in the jurisdiction and immediate surrounding areas. The reports also suggests a need for education specifically for the significant number of households with disabled individuals for education on fair housing laws as it relates to reasonable accommodation, modification and accessible design and construction in housing units.



Participants in the rehab and homeownership programs receive a fair-housing brochure that gives information on fair housing choice. Residents inquiring about fair housing laws are directed to Housing Opportunities Project for Excellence, Inc. (HOPE, Inc.), the only private non-profit agency in the City and the Miami-Dade County.

In response to the analysis of impediments, the Department will present information to citizens on fair housing choice during community meetings. The Department will also include fair housing education as a component in lender trainings or workshops.

There were no serious obstacles encountered in meeting unmet needs. Some of the same *challenges* of the first program year continued during the second program year. These challenges were mainly due to the size of the task, the limited funding available to meet the needs in this community, and the limited staffing within the Department of Community Development.

During the second program year the City leveraged resources with a direct allocation of SHIP Funds in the amount of \$613,000 from Florida Housing Finance Corporation. We have also been able to obtain "other" public funds in the form of additional CDBG funds federally earmarked for Disaster Recovery. The City of Miami Garden's sub-recipient agreement with Miami Dade County was extended and increase in the amount of \$700,000 to provide relief for individuals/households impacted by the recent destructive Hurricane seasons.

## **Managing the Process**

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 2 CAPER Managing the Process response:

During this program year, the Department of Community Development welcomed a new staff member that is a seasoned community development professional who has a good knowledge of the CDBG program. This brings the number of knowledgeable staff members to three from two in the last program year. Staff attended HUD sponsored trainings during the year to increase its knowledge. Our newest staff person attended training on preparing environmental reviews in Atlanta, GA. The program director attended trainings including the *Basically CDBG* workshop offered at the Miami HUD Field office. Staff will continue to advantage of trainings offered by HUD to increase our knowledge and ability to better manage the process.

## **Citizen Participation**

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the

reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 2 CAPER Citizen Participation response:

Citizen comments during the second program year centered on uncertainties and questions about program eligibility requirements and the program scope of services. Citizens also voiced concerns on the availability of funds for projects in the community.

## **Institutional Structure**

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 2 CAPER Institutional Structure response:

The Department of Community Development has been instrumental in coordinating with other City departments to streamline permitting processes as it relates to the completion of rehab projects. Department of Community Development staff also serves on various committees in the City, in efforts to increase coordination between city departments.

## **Monitoring**

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
  - a. Describe the effect programs have in solving neighborhood and community problems.
  - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
  - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
  - d. Indicate any activities falling behind schedule.
  - e. Describe how activities and strategies made an impact on identified needs.
  - f. Identify indicators that would best describe the results.
  - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
  - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
  - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.



Program Year 2 CAPER Monitoring response:

Activities that provided funding to sub-recipients (Public Services) received periodic monitoring by staff to provide technical assistance as needed and/or as requested. An annual monitoring of the programs management was conducted. The annual monitoring visits concluded that the main challenge of sub-recipients was interpreting the eligibility requirements for participants and documents the same. Technical assistance was provided to resolve these issues. As a result, sub-recipients were not able to receive the total amount of funds awarded due to the lack of documentation of program eligibility.

The City has made tremendous strides in meeting the priority needs. The housing rehab program made a continued impact in program year 2 in addressing the issue of a deteriorating housing stock within the City. Because of the age of the majority of our housing stock, it was clear that significant funds are needed to address this need. Our Housing Rehab Program, decent housing was provided for approximately nine (9) households during program year. Conditions primarily addressed included building code violations, bringing the properties back into compliance, as well as health and safety issues identified during the inspection process.

Improving the quality of life and providing a suitable living environment is being addressed through our *Livable Neighborhoods Initiative*. This is a multi-year project that provides funding for an extensive infrastructure program in three (3) neighborhoods that have experienced extensive flooding problems for several years. However, no physical change has materialized as yet to the project area. The project is currently in the pre-construction phase. The program has experienced some delays due to some homeowner reluctance to convey roadways to City. One section of the project area (where the roads were previously owned by Miami Dade County) is now moving forward. The completion of this program will result in the provision of new drainage, sidewalks, and lighting in these three (3) neighborhoods.

The priority need of providing expanded economic opportunities has presented somewhat of an unexpected challenge for the Department. However, we were able to provide façade improvement funds to two businesses. These projects will result in expanded economic opportunities and provide job creation in the City. Both projects encountered some delays in the construction project, but have since been moving forward. Completion of one façade improvement project is scheduled for completion within the next thirty (30) days.

## **Lead-based Paint**

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 2 CAPER Lead-based Paint response:

Lead-based paint hazards were evaluated as part of our single family rehab program process. During inspection, a determination was made if a) the structure was built prior to 1978, and b) a painted surface was going to be disturbed as a result of the rehabilitation in a manner that could potentially create a lead-based paint hazard. All eligible rehabilitation participants received a pamphlet that discussed lead-based paint hazards.

## HOUSING

### Housing Needs

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 2 CAPER Housing Needs response:

The City of Miami Gardens has a greater than 70% homeownership rate as indicated in our last CAPER. Therefore, a significant effort is placed on maintaining affordability rather than fostering and increasing affordable housing. As such, approximately 30% of our entire entitlement is allocated toward housing rehabilitation. This activity focused on improving the quality of existing housing stock by addressing code violations and health/safety needs of the household residents. In absence of this effort, many of these properties may have become hazardous and deemed unsafe structures and consequently lost by the existing homeowner.

### Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 2 CAPER Specific Housing Objectives response:

During program year 2, nine (9) homeowners received assistance with housing rehab. A breakdown of income levels of these homeowners is as follows:

Extremely Low	1
Very Low	3
Low	5

Of the nine (9) residents receiving assistance, three (3) were elderly. One of the rehab projects was converted to a replacement home project for one resident during the program year.

The Department exceeded its original goal of 5 single-family rehabs for the program year. This included the replacement home that was not projected as an accomplishment for this year.

As it pertains to the goal of homeownership assistance to one resident, this goal was not accomplished. Several applications were received during the program year, but

due to current housing market conditions we were unable identify a qualified buyer for this program.

### **Public Housing Strategy**

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 2 CAPER Public Housing Strategy response:

The Public Housing projects located within the city continue to be operated by the Miami Dade Housing Agency (MDHA). The City of Miami Gardens sought to partner with MDHA in order to provide Family Self-Sufficiency (FSS) program participants training on homeownership and link these participants to opportunities within the City. Unfortunately the MDHA underwent a change in administration during this year and effective coordination and communication was difficult. Nonetheless, several Section 8 voucher holders have applied to participate in a process to allow them to purchase a home that the City acquired through HUD's Dollar Homes Program. The City is rehabbing this property and will be sold to a first-time homebuyer that is a current city resident. Since the selection of the buyer will be through a random lottery process, it is quite possible that the winner would be a Section 8 voucher holder.

### **Barriers to Affordable Housing**

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 2 CAPER Barriers to Affordable Housing response:

The foremost barrier to affordable housing stems from the current housing market conditions. It has been common knowledge that the housing market on a national level is struggling. This condition has had an obvious adverse impact on affordable housing in the City of Miami Gardens. As stated previously, identifying buyers that can qualify for homes is very difficult. While the City has allocated funds to provide homeownership assistance, no sales using our subsidies have closed despite receiving several applications for assistance during program year 2.

The City will continue to work with local lenders to facilitate the process for eligible applicants.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. Assessment of Relationship of HOME Funds to Goals and Objectives
  - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
  - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

3. HOME MBE and WBE Report
  - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
  - a. Detail results of on-site inspections of rental housing.
  - b. Describe the HOME jurisdiction's affirmative marketing actions.
  - c. Describe outreach to minority and women owned businesses.

Program Year 2 CAPER HOME/ADDI response:

The City of Miami Gardens did not receive a HOME ADDI allocation in program year

2. Therefore a response is not applicable.

## HOMELESS

### Homeless Needs

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 2 CAPER Homeless Needs response:

The response to the needs of homeless individuals and families continue to be the same as the previous program year.

1. The City of Miami Gardens Department of Community Development has coordinated its efforts with the Miami Dade Homeless Trust to address the needs of homeless persons within the City limits. Through the Homeless Trusts' contracted agencies (Citrus), we have identified locations of homeless congregants and facilitated the access to shelter and medical/mental health assistance.
2. Through Citrus representatives, identified homeless persons within the City were provided the path they needed to follow in order to transition to permanent housing and/or independent living.
3. The City has not independently identified new Federal resources obtained from the Homeless SuperNOFA. However, we were involved in supporting the Homeless Trusts' efforts to secure available resources from the Federal Government.

### Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 2 CAPER Specific Housing Prevention Elements response:

## **Emergency Shelter Grants (ESG)**

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
  - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
  - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
  - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
  - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
  - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
  - b. Homeless Discharge Coordination
    - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
  - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 2 CAPER ESG response:

The City of Miami Gardens does not receive Emergency Shelter Grants during program year 2; therefore a response is not applicable.

## **COMMUNITY DEVELOPMENT**

### **Community Development**

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
  - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
  - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
  - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
2. Changes in Program Objectives
  - a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.
3. Assessment of Efforts in Carrying Out Planned Actions
  - a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
  - b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
  - c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.
4. For Funds Not Used for National Objectives
  - a. Indicate how use of CDBG funds did not meet national objectives.
  - b. Indicate how did not comply with overall benefit certification.
5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
  - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
  - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
  - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
  - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
  - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
  - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
  - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.



8. Program income received
  - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
  - b. Detail the amount repaid on each float-funded activity.
  - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
  - d. Detail the amount of income received from the sale of property by parcel.
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
  - a. The activity name and number as shown in IDIS;
  - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
  - c. The amount returned to line-of-credit or program account; and
  - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables
  - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
  - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
  - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
  - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
  - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements
  - a. Provide the name of the financial institution.
  - b. Provide the date the funds were deposited.
  - c. Provide the date the use of funds commenced.
  - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
  - a. Identify the type of program and number of projects/units completed for each program.
  - b. Provide the total CDBG funds involved in the program.
  - c. Detail other public and private funds involved in the project.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 2 CAPER Community Development response:

The CDBG funds were used in direct relation to the priorities, needs, goals, and specific objectives outlined in the Consolidated Plan. All CDBG funded activities directly benefited ELI and LMI persons. Progress made toward meeting affordable housing goals could be categorized as challenging.

There were no significant changes in Program Objectives. The huge need for housing rehabilitation in the City of Miami Gardens continues to exist. Therefore, increased emphasis was placed on this activity during program year 2. We will continue this emphasis in for the immediate future.

The pursuit of resources indicated in the Consolidated Plan was slower than desired. The City of Miami Gardens initial focus was to get the programs running so that collaborations could be formally structured based on specific programs.

Certifications of consistency received are evaluated against the established Consolidated Plan as well as the overall Comprehensive Development Master Plan.

The desired programs and activities outlined in our Consolidated Plan were not hindered in any way. Full support for implementation was obtained from Mayor and City Council.

All CDBG entitlement funds were used for activities that met a national objective.

None of the funded activities in year two triggered relocation.

The City of Miami Gardens funded two (2) Economic Development Activities during this program year. To date, no low/mod jobs have yet been created as a result of these activities.

None of the City's funded activities were funded as Limited Clientele.

The City of Miami Gardens did not receive any program income from any of the funded activities in this program year.

The City of Miami Gardens has not had to conduct any adjustments from disallowed expenditures.

The City of Miami Gardens' funded activities did not include any repayable loans. Therefore, we are not anticipating any receivables.

The City of Miami Gardens did not enter into any lump sum agreements during this program year.

Under the Housing Rehabilitation category, all of the completed units were single family, owner occupied units. The City of Miami Gardens completed 9 housing units during this year. The total amount of CDBG funds allocated was \$175,000. The City also allocated its own general funds in an approximate amount of \$4,000.

A Neighborhood Revitalization Strategy was submitted to HUD for the Bunche Park Neighborhood Revitalization Strategy Area and is pending approval.

## **Antipoverty Strategy**

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 2 CAPER Antipoverty Strategy response:

## **NON-HOMELESS SPECIAL NEEDS**

### **Non-homeless Special Needs**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 2 CAPER Non-homeless Special Needs response:

The City of Miami Gardens' antipoverty strategy for program year 2 continued as in year 1, focused on our affordable housing efforts, attempting to preserve the stock of affordable housing. We also funded 3 agencies that were engaged in providing public services to low/mod residents of the City. The activities funded were Youth and Elderly related. These activities directly addressed priorities identified during the public comment meetings.

During program year 2, the City launched an Earned Income Tax Credit Initiative to inform residents of their rights as it pertains to the Earned Income Tax Credit. We also attempted to implement a financial literacy program. The steps during this year focused on attempting to establish the needed partnerships that would carry out the education. Unfortunately, we were unable to identify an appropriate sub-recipient to administer this program.

### **Specific HOPWA Objectives**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives  
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
  - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;

- b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
  - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
  - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
  - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
  - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
- 2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
  - a. Grantee Narrative
    - i. Grantee and Community Overview
      - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
      - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
      - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
      - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
      - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
      - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
    - ii. Project Accomplishment Overview
      - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
      - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
      - (3) A brief description of any unique supportive service or other service delivery models or efforts
      - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages

that are not operational.

- iii. Barriers or Trends Overview
  - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
  - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
  - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
  - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
  - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 2 CAPER Specific HOPWA Objectives response:  
The City of Miami Gardens did not designate any funding for persons that are not homeless but requiring supportive housing.

## OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 2 CAPER Other Narrative response: